

IN THE SPECIFICATION

N.E. Please amend the Specification in accordance with the attached revised Specification.

IN THE CLAIMS

~~Please cancel claims 1-10 and add new claims 11-59.~~ 4 5-52

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~~5.~~ 11. A method of transmitting information to a recipient, said method comprising:

entering data into an input device;

transmitting said data from said input device to a service unit for electronic delivery to said recipient as a function of a portion of said data; and

receiving, at a control device that controls a printing device when said data cannot be electronically delivered to said recipient, an indication from said service unit so that said control device can deliver said data to said printing device for non-electronic delivery.

~~6.~~ 12. The method of claim ~~11~~ 5 wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

~~7.~~ 13. The method of claim ~~11~~ 5 wherein said data is entered using apparatus selected from the group consisting of a computer, a scanner, a server, a sorting system, and an accounting system.

~~8.~~ 14. The method of claim ~~11~~ 5 wherein said transmitting step comprises: delivering said data from said input device to said control device, and transmitting said data from said control device to said service unit.

15. The method of claim ~~14~~ 8 wherein said delivering step comprises delivering said data from said input device to said control device using a server.

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9. 15. The method of claim 14 wherein said transmitting step comprises transmitting said data from said control device to said service unit when said printing device is interrupted.

10. The method of claim 11 wherein said transmitting step comprises: delivering said data from a sorting station to one of a scanner and a server, and transmitting said data from said one of said scanner and said server to said service unit.

11. The method of claim 11 further comprising receiving a report from said service unit which indicates that said data was sent and a manner in which said data was sent.

12. The method of claim 11 further comprising delivering said report to said input device.

13. 20. The method of claim 11 wherein said data is delivered electronically to said recipient using a system selected for the group consisting of a fax system, an email system and a data storage and processing device.

14. 21. A method of forwarding information to a recipient, said method comprising:

receiving data from a sending device;

searching for an electronic address of said recipient based on a portion of said data;

transmitting said data to said recipient when said electronic address is located; and

transmitting, when said electronic address cannot be located, an indication to a control device that controls a printing device so that said control device can deliver said data to said printing device for non-electronic delivery.

15. 22. The method of claim 21 wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

16. The method of claim 21 wherein said sending device comprises apparatus selected for the group consisting of a scanner, a server, and said control device.

17. The method of claim 21 wherein said searching step comprises searching an address directory for said electronic address that corresponds to said portion of said data.

18. The method of claim 21 wherein said data is delivered electronically to said recipient using a system selected for the group consisting of a fax system, an email system and a data storage and processing device.

19. The method of claim 21 further comprising transmitting a report to said sending device which indicates that said data was sent and a manner in which said data was sent.

20. A method of delivering information to a recipient, said method comprising:

 entering data into an input device;

 transmitting said data from said input device to a service unit;

 searching, at said service unit, for an electronic address of said recipient based on a portion of said data;

 transmitting said data from said service unit to said recipient when said electronic address is located; and

 transmitting, when said electronic address cannot be located, an indication from said service unit to a control device that controls a printing device so that said control device can deliver said data to said printing device for non-electronic delivery.

21. A system for transmitting information to a recipient, said system comprising:

 an input device for entering data;

a transmitting device for transmitting said data from said input device to a service unit for electronic delivery to said recipient as a function of a portion of said data; and

a control device for controlling a printing device and for receiving, when said data cannot be electronically delivered to said recipient, an indication from said service unit so that said control device can deliver said data to said printing device for non-electronic delivery.

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22. The system of claim 28 wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

23. The system of claim 28 wherein said input device comprises apparatus selected from the group consisting of a computer, a scanner, a server, a sorting system, and an accounting system.

24. The system of claim 28 wherein said transmitting device comprises a server for delivering said data from said input device to said control device, and said control device for transmitting said data to said service unit.

25. The system of claim 24 wherein said control device transmits said data to said service unit when said printing device is interrupted.

26. The system of claim 28 wherein said transmitting device comprises: a sorting station for delivering said data to one of a scanner and a server, and said one of said scanner and said server for transmitting said data to said service unit.

27. The system of claim 28 wherein said transmitting device receives a report from said service unit which indicates that said data was sent and a manner in which said data was sent.

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~~28.~~ ²⁷ ~~24~~ The system of claim ~~24~~ wherein said transmitting device delivers said report to said input device.

~~29.~~ ²¹ The system of claim ~~28~~ wherein said data is delivered electronically to said recipient using a system selected from the group consisting of a fax system, an email system and a data storage and processing device.

~~30.~~ ³¹ A system for forwarding information to a recipient, said system comprising:

 a connection device for receiving data from a sending device; and

 a data register for searching for an electronic address of said recipient based on a portion of said data;

 said connection device transmitting said data to said recipient when said electronic address is located and for transmitting, when said electronic address cannot be located, an indication to a control device that controls a printing device so that said control device can deliver said data to said printing device for non-electronic delivery.

~~31.~~ ³⁰ ~~37~~ The system of claim ~~37~~ wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

~~32.~~ ³⁰ ~~37~~ The system of claim ~~37~~ wherein said connection device receives data from apparatus selected from the group consisting of a scanner, a server, and said control device.

~~33.~~ ³⁰ ~~37~~ The system of claim ~~37~~ wherein said data register searches an address directory for said electronic address that corresponds to said portion of said data.

~~34.~~ ³⁰ ~~37~~ The system of claim ~~37~~ wherein said connection device delivers said data electronically to said recipient by a

system selected from the group consisting of a fax system, an email system and a data storage and processing device.

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32. The system of claim ~~37~~³⁰ wherein said connection device transmits a report to said sending device which indicates that said data was sent and a manner in which said data was sent.

33. A system for delivering information to a recipient, said system comprising:

a sending system comprising:

an input device for entering data; and

a transmitting device for transmitting said data from said input device to a service unit;

said service unit comprising:

a data register for searching said service unit for an electronic address of said recipient based on a portion of said data; and

a connection device for transmitting said data from said service unit to said recipient when said electronic address is located and for transmitting, when said electronic address cannot be located, an indication to a control device of said sending system that controls a printing system of said sending system so that said control device can deliver said data to said printing device for non-electronic delivery.

34. A readable medium recorded with instructions for transmitting information to a recipient, said instructions comprising:

transmitting data entered into an input device from said input device to a service unit for electronic delivery to said recipient as a function of a portion of said data; and

receiving, at a control device that controls a printing device when said data cannot be electronically delivered to said recipient, an indication from said service unit so that said

control device can deliver said data to said printing device for non-electronic delivery.

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38. The readable medium of claim ~~34~~ wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

39. The readable medium of claim ~~34~~ wherein said data is entered using apparatus selected from the group consisting of a computer, a scanner, a server, a sorting system, and an accounting system.

40. The readable medium of claim ~~34~~ wherein said instructions for transmitting comprise: instruction for delivering said data from said input device to said control device, and instructions for transmitting said data from said control device to said service unit.

41. The readable medium of claim ~~34~~ wherein said instruction for delivering comprise instructions for delivering said data from said input device to said control device uses a server.

42. The readable medium of claim ~~34~~ wherein said instructions for transmitting comprise instructions for transmitting said data from said control device to said service unit when said printing device is interrupted.

43. The readable medium of claim ~~34~~ wherein said instructions for transmitting comprise instruction for delivering said data from a sorting station to one of a scanner and a server, and instructions for transmitting said data from said one of said scanner and said server to said service unit.

44. The readable medium of claim ~~34~~ further comprising instructions for receiving a report from said service unit which

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indicates that said data was sent and a manner in which said data was sent.

45. ~~51~~ The readable medium of claim ~~51~~ further comprising instructions for delivering said report to said input device.

46. ~~52~~ The readable medium of claim ~~51~~ wherein said data is delivered electronically to said recipient using a system selected from the group consisting of a fax system, an email system and a data storage and processing device.

47. ~~53~~ A readable medium recorded with instructions for forwarding information to a recipient, said instructions comprising:

receiving data from a sending device;

searching for an electronic address of said recipient based on a portion of said data;

transmitting said data to said recipient when said electronic address is located; and

transmitting, when said electronic address cannot be located, an indication to a control device that controls a printing device so that said control device can deliver said data to a printing device for non-electronic delivery.

48. ~~54~~ The readable medium of claim ~~54~~ wherein said data is selected from the group consisting of electronically addressable data, an invoice, financial data, an inquiry, a request for quote, an order, a delivery note, a work report, an incoming debit, and a correspondence.

49. ~~55~~ The readable medium of claim ~~54~~ wherein said sending device comprises apparatus selected from the group consisting of a scanner, a server, and said control device.

50. ~~56~~ The readable medium of claim ~~54~~ wherein said instructions for searching comprise instructions for searching an address directory for said electronic address that corresponds to said portion of said data.

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~~51.~~ ^{51.} The readable medium of claim ~~54~~ ⁴⁷ wherein said data is delivered electronically to said recipient using a system selected from the group consisting a fax system, an email system and a data storage and processing device.

~~52.~~ ^{52.} The readable medium of claim ~~54~~ ⁴⁷ further comprising instructions for transmitting a report to said sending device which indicates that said data was sent and a manner in which said data was sent.
